GUIDELINES FOR COMPLETING ACTIVITY REPORT

NATIONAL COIN WEEK, APRIL 20-26, 1969

The "minimum points" established for activities listed on the Report Form are only guides for the judges. Additional points may be awarded by the judges at their discretion. Points awarded by the judges for "character of report" will be based not on the expense involved in the preparation of your book but on the originality and amount of work that went into your Coin Week campaign. Special emphasis will be placed on neatness of the report and documentation, both photographic and written. Color photos will enhance the appearance of your book and may assist in its judging, but will not necessarily command more points than good quality black and white pictures.

Keep in mind that your report is to be a reflection of what you or your club has done to promote numismatics in general and National Coin Week in particular. Irrelevant information merely serves to clutter your report and detracts from its overall impression.

All National Coin Week activities from January 1, 1969, through the date of your report should be included, and this portion of the report will serve as a guide to judges especially in case of tie. All new members recruited on or after January 1, can be included and any publicity which appears in publications dated after December 31, 1968, will receive credit points.

There has been some comment that year-long participation in NCW be given credit points. Although clubs and individuals should promote our hobby throughout the year, rules must be set to properly judge entries, therefore, credit points will be given only for those activities beginning January 1, 1969, and culminating with NCW. However, your activities throughout the entire year may be reported.

If a report is to be noncompetitive, it is not necessary that it be as fully documented as one which is in competition for awards. Some documentation, however, is required so that the judges are assured that certificates of participation have been earned.

The membership figure for the purpose of determining club classification (A, B, or C) should be computed as of the date of your report.

EXHIBITS:

Attempt to show in your photographs and documentation the prominence of the exhibit location and as complete as possible a view of the entire exhibit. Additional photos may be helpful to show exhibit content. Try to convey the size of the display in the photo by having a familiar object (such as a man, book, or a chair) included in the photograph.

PUBLICITY - Newspapers and Magazines:

A column inch is just what it implies - one inch of normal newspaper column. For instance, if a photograph takes three inches of column space down and is four columns wide, its total value would be twelve column inches. If a newspaper advertisement carries a cut on NCW for you, you may count only that area of the ad which definitely deals with NCW.

PUBLICITY - Radio and Television:

To document your report, request a letter from the station stating the number of spots, approximate length of each spot and the number of minutes of program time. Include, if possible, a written script of both spot announcements and programs. If

a script is not practical, include a summary of the numismatic program content. Photographs of persons broadcasting or preparing to broadcast will enhance the character of your report.

NUMISMATIC TALKS:

Talks to numismatic groups receive two base points per talk; to non-numismatic groups ten base points per talk. Additionally, one point is awarded for each minute of program time and one point is given for each five persons in attendance (round off this figure to the next higher number of points; i.e., if 27 persons attend, credit would be given for 30, or a total of 6 points would be earned for attendance). Be sure to include either a script or a summary of the talk given, and a letter of verification from the host organization. If you used slides or an exhibit to enhance your talk, include this information in your report. Photos of exhibits will help.

SPECIAL ACTIVITIES:

Any activity which will not properly fit into one of the other categories listed on the report form should be itemized under this heading. You should attach a sheet to your report giving general information on the activity in question. The judges will then look in your scrapbook report for full documentation and photographs, and points will be awarded by them.

MISCELLANEOUS NOTICES:

Posters will receive more points if they are larger and if they were actually made by club members. Commercially made posters will receive credit, but the accent should be on getting your club members to participate. If posters are too large to include samples in the book, include photographs and/or descriptions being sure to advise the approximate size of each poster. Each mailing or printing of a club bulletin, notice or hand-out will receive the minimum points plus additional points by the judges on the number disseminated.

PROCLAMATIONS:

Full points will be awarded for proclamations if a reasonable attempt was made to procure them. It is not necessary that this attempt be successful. The important thing to remember here is that if you do get a proclamation, it can be used to garner additional publicity. However, when obtaining gubernatorial proclamations you should concentrate on your home state or the states in which your club has its memberships. Do not write to every governor in the United States.

LETTERS:

Letters to U.S.A. Congressmen and their replies will be scored as indicated.

MEMBERSHIP APPLICATIONS:

Include the name of the organization for which application was received and the number that applied.

DO NOT include names and addresses of individual club members, especially exhibitors, in your exhibits or in your scrapbook without specific instructions from them to do so. Such information publicly displayed has occasionally resulted in member dissatisfaction. You must, however, furnish a list of the participating members to the co-chairmen with your Activity Report in order that Certificates of Award may be prepared and forwarded.

REMEMBER, THERE IS NO LIMIT TO THE TOTAL AMOUNT OF POINTS YOU MAY ACCUMULATE!

RULES FOR NATIONAL COIN WEEK 1969

1. Any club or association may participate in National Coin Week but only members of ANA are eligible to win an award. Any individual who is a member in good standing with ANA may enter classes D, J, or Y and compete on an individual basis. Credit will be given only for the work done by that individual. Activities undertaken by any club or individual can enter in only one category.

2. A list of all club and individual entries that submit an official Activity Report with evidence of participation will be released for publication, and Certificates of Award will be issued. Include a list with your Activity Report of those members who qualify for Certificates of Award. You may also request certificates for any business institution, radio or TV station, newspaper, or other individuals to whom you would like to present a Certificate of Award, and they will be sent to you ready for presentation. These should be limited to those who rendered significant assistance in publicizing National Coin Week. Certificates may be requested for governors and congressmen as well as numismatic publications.

3. Juniors 11-21 may compete in Class D, J, or Y. Normally they will enter in Class J, but if they desire to enter in an adult category they may do so. However, only one category can be entered by any individual.

4. Awards: First, second, and third place awards will be given in each class. These will be presented at the 1969 ANA convention in Philadelphia, Pa. Winning scrapbooks will be on display at this convention and all scrapbooks will be returned after judging except the winning scrapbooks which will be held for display. These may be picked up at the convention after presentation of awards. In addition, Honorable Mention may be made for exceptional reports not otherwise recognized.

ALL activity reports and scrapbooks must be in the hands of the National Coin Week Committee, ANA Headquarters, P.O. Box 2366, Colorado Springs, Colorado 80901 on or before May 5, 1969. Judging will take place May 30-31, 1969.

Do you wish this scrapbook returned? _____ To whom? _____

Address _____
(Street or P.O. Box) (City) (State or Country) (Zip)

_____
Signature of Person Submitting Report

THE AMERICAN NUMISMATIC ASSOCIATION DOES NOT ASSUME LIABILITY FOR ANY EXHIBIT, EVENT, OR REPORT CONNECTED WITH NATIONAL COIN WEEK.